



PROPOSED

NAME VACANT	MCR I
CLASSIFICATION CEA C	POSITION NUMBER 538-105-7500-690
WORKING TITLE State Geologist	DIVISION/UNIT CGS/Headquarters
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT M01	CONFLICT OF INTEREST CATEGORY 1

GENERAL STATEMENT: Under the general direction of the Director and the Chief Deputy Director, the State Geologist is responsible for directing and overseeing all aspects of the California Geological Survey (CGS). Duties include, but are not limited to:

A. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

- **ESSENTIAL FUNCTIONS**

- **40% Division Management**

Leads the development of the Self-Directed Work Team, consisting of Supervising Geologists and Headquarters' management, for management of the California Geological Survey (CGS). Acts as "coordinator" or point of contact between the team and external entities. Advises and assists the Director and Deputy Director in the formulation and administration of departmental programs and standards for the CGS in response to stakeholder needs. Acts as team leader in the management of the CGS, and the development of the CGS strategic plan, new policy initiatives, and CGS products. Make decisions on the most difficult and sensitive public policy issues, such as how maps made pursuant to the Seismic Hazards Mapping Act and the Alquist-Priolo Fault Zoning Act will be developed and applied; setting earthquake safety standards in the 13 western states, assisting local governments and lead agencies in identifying and mitigating the effects of newly identified hazards, such as asbestos and radon; and setting standards for the review of hospital and school geotechnical reports.

- **25% Contract Development**

Develops contacts to build relationships with stakeholders in state government, the private sector in California, and the federal government. This position is the principal liaison between the CGS and the State Mining and Geology Board (SMGB). Serves as spokesperson for the Department (in CGS-related areas) and coordinates Department activities with those in other organizations, including industry, professional, civic and independent groups, as well as local, State and federal governmental agencies.

- **20% Process Management**

Follows progress of proposed legislation through the legislative process. Oversees the development of, and approves, the CGS budget and budget change proposals. Reviews and approves contracts with external entities, legislative proposals and bill

analyses, and publications. Reviews and approves activities related to employee selection, placement, recognition, discipline, grievances and other personnel issues.

- **10% Personnel Management**

Plans, organizes, directs and provides managerial review of the work performed by staff in the California Geological Survey. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.

- **MARGINAL FUNCTIONS**

- **5% Administrative**

Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

B. SUPERVISION RECEIVED

The State Geologist reports directly to and receives the majority of assignments from the Director of the Department of Conservation.

C. SUPERVISION EXERCISED

The State Geologist directly supervises the Chief Deputy (CEA B). In addition, the position indirectly supervises all California Geological Survey staff in seven geographic locations.

D. ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

E. PERSONAL CONTACTS

This position has daily contact with all levels of Department personnel, as well as representatives from other State agencies, including control agencies and the general public. Contacts may be via personal interaction, written correspondence, telephone, and/or e-mail.

F. ACTIONS AND CONSEQUENCES

The duties of this position are such that there can be critical consequences to the Department, other agencies, Division personnel, the public and the environment for inefficiency, error, duty or decision by the incumbent.

The actions of the incumbent have a direct bearing on the success of the most critical functions of the California Geological Survey and the Department's policy role, and the public

image of the Department. If these functions are not adequately performed consequences may include, but are not limited to:

- Negative impacts on the Department's relationship with our state and federal partners.
- Negative impacts on the Department's public image.
- Negative impacts on the Department's relationship with the Legislature and local governments.

G. WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Work in an office environment sitting at a desk during core office hours using a desktop computer, keyboard, mouse, monitor, and printers under non-natural lighting for prolonged periods of time.
- Use of multi-line telephone console or a cordless telephone.
- Moving/walking about the office and standing or sitting during in person meetings.
- Bend (neck and waist), squat, kneel, and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
- Reaching (above and below shoulder level).
- Travel via private or public transportation (i.e., automobile, airplane, etc.) inside California may be required.
- Participate in meetings inside or outside the Department.
- Work in a high-rise building.

H. OTHER INFORMATION

- Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.
- All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Signature	Employee Printed Name	Date
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date
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